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IAN C. CALDERON
MAJORITY LEADER
57TH ASSEMBLY DISTRICT
13181 CROSSROADS PARKWAY N STE 160
CITY OF INDUSTRY CA 91746-3497

PROGRAM DESCRIPTIONS

PUBLIC AFFAIRS:

Duties include writing newsletter articles, public service brochures and mail to inform constituents about issues that affect them.

COMMUNITY OUTREACH:

Community outreach projects include special event preparation and staffing. Interns will be allowed to attend community meetings with staff.

RESEARCH:

Duties require the intern to perform extensive research on legislation and write reports based on findings.

CONSTITUENT SERVICE:

Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

ADMINISTRATIVE STAFF:

The District Office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.

INTERNSHIP PROGRAM APPLICATION

NAME _____

ADDRESS _____

CITY / STATE / ZIP _____

HOME PHONE NUMBER _____ E-MAIL _____

HIGH SCHOOL _____ COLLEGE (IF APPLICABLE) _____

EARLIEST START DATE ___ / ___ / ___ EXPECTED END DATE ___ / ___ / ___

EXPECTED HOURS AND DAYS PER WEEK M ___ T ___ W ___ TH ___ F ___ (Example: M 9-5)

VOLUNTEER/EMPLOYMENT EXPERIENCE (No experience is necessary. *Example:* Red Cross Volunteer Coordinator 10/5-12/5, 2013)

ORGANIZATION	DUTIES	DATES TO/FROM

SPECIAL SKILLS

- DATABASE
 WORD PROCESSING
 SPREADSHEET
 RESEARCH SKILLS
 WRITING SKILLS
 OTHER

INTERESTS/HOBBIES

GOALS

WRITING SAMPLE Applicants must submit a writing sample, 500 words or less. Please return the completed application along with your writing sample to:

MAJORITY LEADER IAN C. CALDERON
57TH ASSEMBLY DISTRICT, INTERNSHIP PROGRAM
13181 CROSSROADS PARKWAY NORTH, SUITE 160
CITY OF INDUSTRY, CA 91746-3497